Pleanáil

SET Planning User Guide

How to set up and run your SET planning in Pleanáil: the whole-school approach, yearly programmes, support groups, weekly plans and the Cúntas Míosúil.



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Screenshots are from the demo school (Scoil Samplach). You can try every step there: pleanail.ie/login/demo

Tá an treoir seo ar fáil as Gaeilge freisin: pleanail.ie/guides

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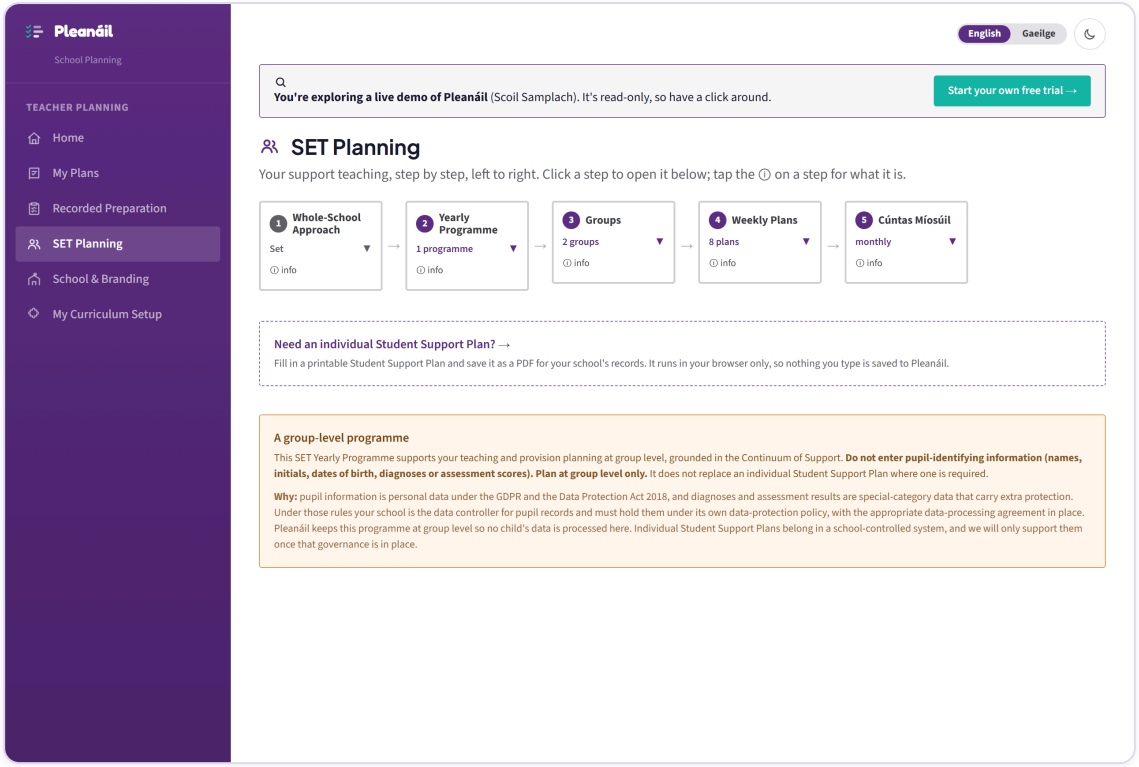
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OVERVIEW

How SET Planning is organised

Open **SET Planning** in the left menu. The page shows five steps, left to right. Click a step to open it below.



The SET Planning page. Each step opens below the flow when clicked.

- **Whole-School Approach**: the school's agreed approach to SET. Set once by the principal or deputy.
- **Yearly Programme**: one per group per year. Annual goals and termly targets.
- **Groups**: each group's stable setup: classes, support level, targets, learning outcomes.
- **Weekly Plans**: what changes each week: focus, learning experiences, assessment, reflection.
- **Cúntas Míosúil**: the weekly plans in a month, combined into one monthly record.

SET Planning is available on both Solo Teacher and Whole School accounts. The whole-school pieces, the Whole-School Approach and principal visibility, apply on a Whole School licence; on a Solo Teacher account your planning is private to you.

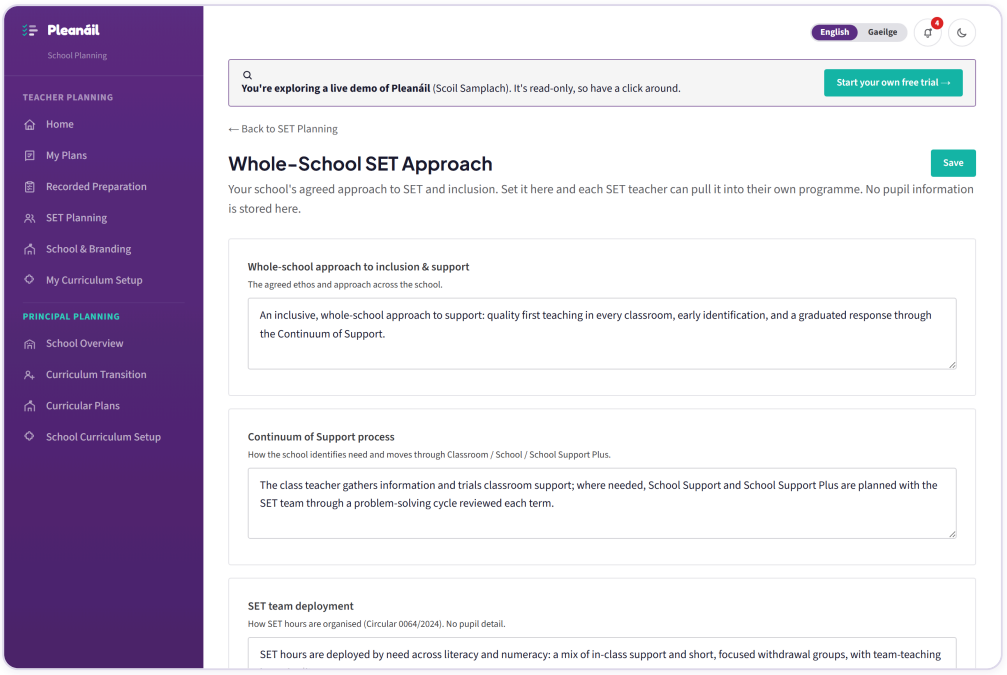
> **Pupil identifiers stay in the school's own systems.** Details such as pupil names, initials, dates of birth, diagnoses, test scores and attendance are personal data under the GDPR and the Data Protection Act 2018, and diagnoses and scores are special-category data with extra protection. The school is data controller for those records, so they belong in the school's existing systems where that protection is already in place. SET Planning therefore works at group level and holds none of these identifiers. The printed weekly sheet includes a blank attendance row to complete by hand, and the printable Student Support Plan template on the SET Planning page runs in your browser only, saving nothing to Pleanáil.

HOW-TO 1

Set the Whole-School SET Approach

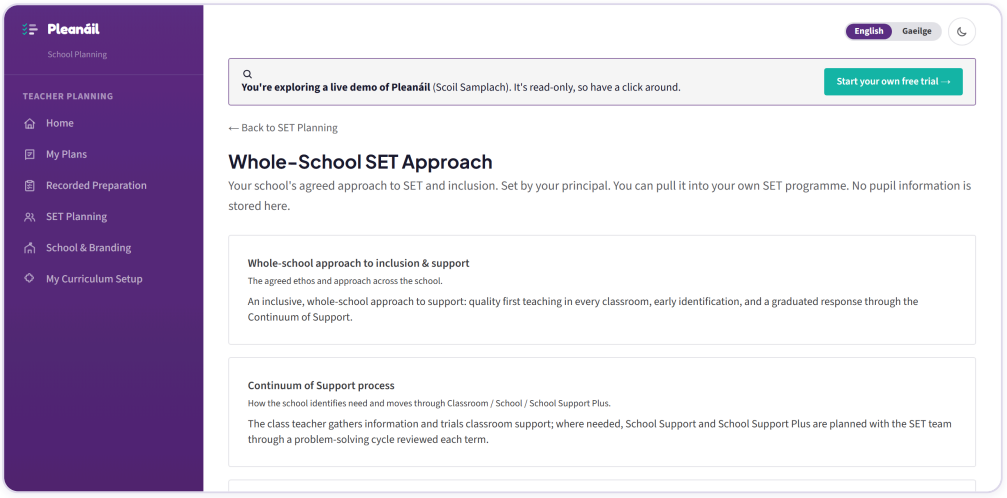
Who: principal or deputy principal, once per year (Whole School licence). **Where:** SET Planning → Whole-School Approach

1. Open **SET Planning** in the left menu and click **Whole-School Approach**.
2. Fill in the fields: the approach to inclusion and support, the Continuum of Support process, SET team deployment, shared programmes, assessment approaches and the review calendar.
3. Press **Save**.



The principal's view: the fields are editable, with a Save button.

Teachers see the same page read-only, for reference, with no Save button:



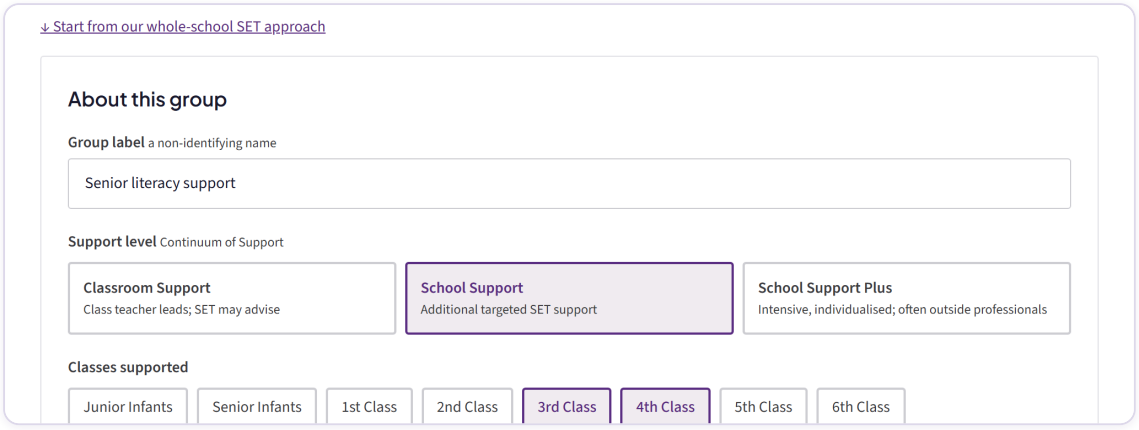
A SET teacher's view of the same page. When a teacher creates a yearly programme, the link **"Start from our whole-school SET approach"** copies this agreed wording into their programme, so the whole team works from the same text.

HOW-TO 2

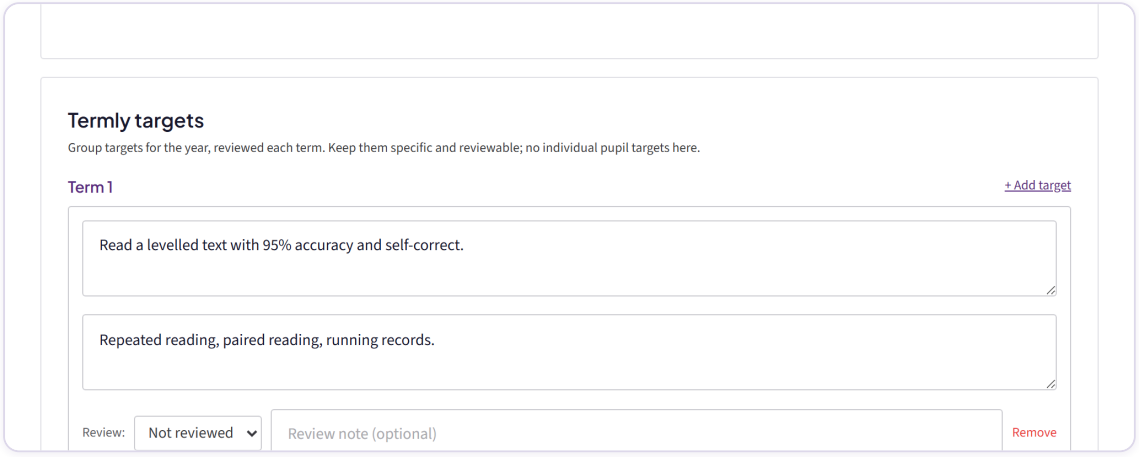
Create a Yearly Programme

Who: each SET teacher, one programme per group, normally at the start of the year. **Where:** SET Planning → Yearly Programme

1. Click **Yearly Programme**, then **+ New yearly programme**.
2. Replace the default name with a clear label, e.g. "Senior literacy support". You will pick it from lists later.
3. Optionally click **Start from our whole-school SET approach** to prefill from the school's agreed text.
4. Choose the **support level** (Continuum of Support) and tick the **classes supported**.
5. Fill in the support areas, delivery model, starting point, priority areas and annual goals.
6. Under **Termly targets**, add two or three group targets per term with **+ Add target**. Each target has a review control (achieved / continue / revise / conclude) to complete at the end of the term.
7. Press **Save Programme**.



The programme editor: label, support level and classes.



Termly targets with the review control.

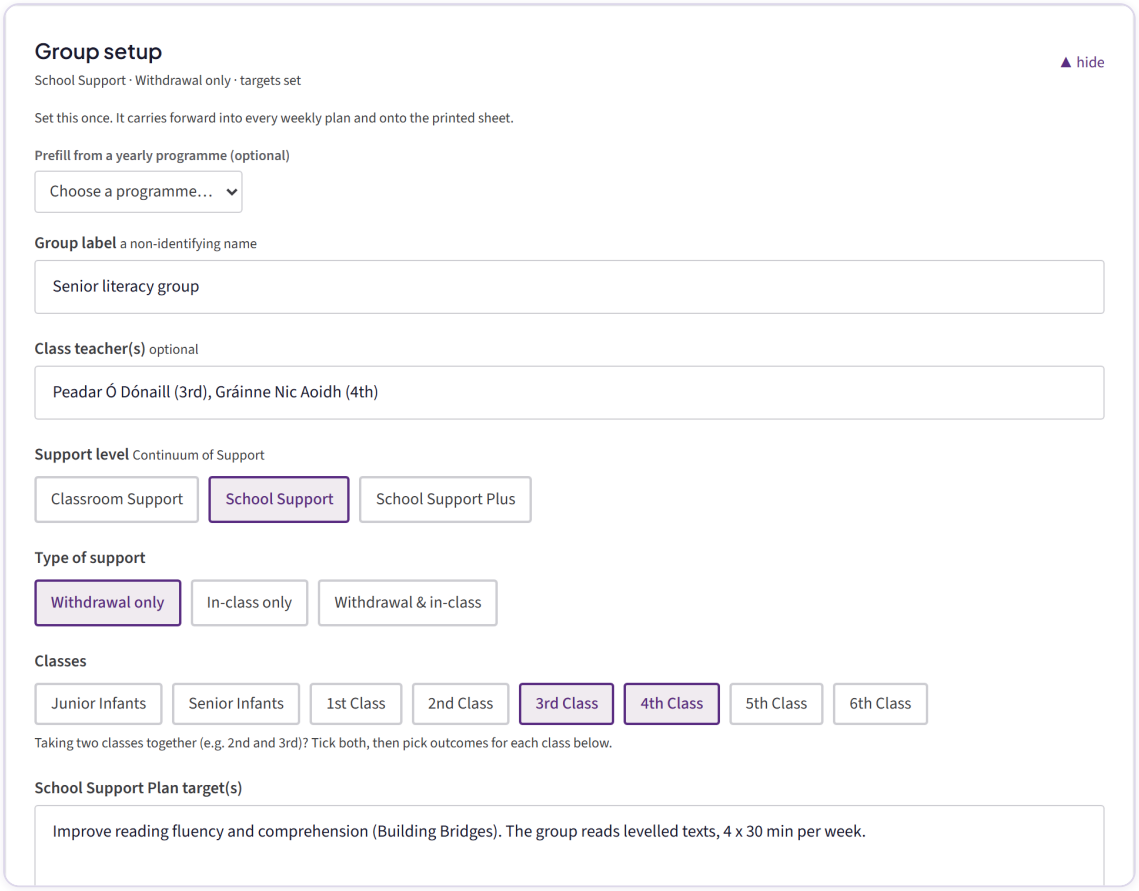
HOW-TO 3

Create a support group

Where: SET Planning → Groups → + New group. Group setup opens automatically for a new group; on an existing group click ▼ **edit** beside "Group setup".

A group holds everything that stays the same week to week. Set it once; it appears on every weekly plan and printed sheet for that group.

1. To carry your targets across, use **Prefill from a yearly programme** and choose the programme from How-to 2. This fills the support level, classes and targets.
2. Give the group a **label** (a non-identifying name) and, optionally, the **class teacher(s)** you liaise with.
3. Choose the **support level** and **type of support** (withdrawal, in-class, or both).
4. Tick the **classes** the group draws from. If you take two classes together in one session (for example 2nd and 3rd), tick both.
5. Enter the group's **School Support Plan target(s)**, at group level, no pupil names.
6. Add the **learning outcomes**: type them, or pick them from the curriculum (How-to 4).
7. Press **Save group setup**.



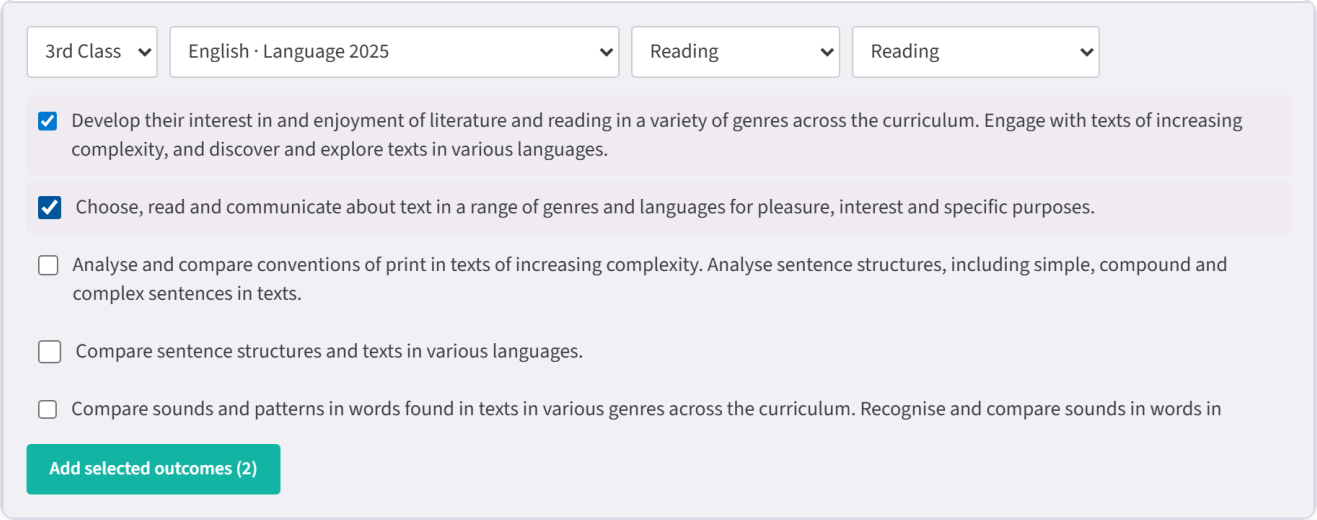
Group setup: prefill, label, class teachers, support level, type, and classes. Tick more than one class for a combined group.

HOW-TO 4

Add learning outcomes from the curriculum

Where: the group's page → Group setup (▼ edit) → Learning outcomes → **▼ Pick outcomes from the curriculum**

1. In Group setup, under the Learning outcomes box, click **▼ Pick outcomes from the curriculum**.
2. If the group has more than one class ticked, choose the **class** in the first dropdown. Outcomes are shown for that class's curriculum, using your own curriculum settings (1999 or redeveloped, per subject).
3. Choose the **subject**, then the **strand**, then the **strand unit**.
4. Tick the outcomes the group is working towards.
5. Press **Add selected outcomes**. They are added to the Learning outcomes box, and the Strand and Strand unit fields fill in if they were empty.
6. Press **Save group setup**. The outcomes now appear on every weekly plan and printed sheet for this group.



The picker: class, subject, strand and strand unit dropdowns, then outcomes to tick.

Combined classes (e.g. 2nd and 3rd together)

Classes in different stages have different outcomes, so pick each class's outcomes in turn:

1. With the first class selected, pick its outcomes and press **Add selected outcomes**.
2. Switch the class dropdown to the second class. The subject list reloads for that class.
3. Pick that class's outcomes and add them too.

Each line is labelled with its class ("2nd Class: …", "3rd Class: …"), so one group plan covers both classes in the same session. The box stays editable: you can reword, shorten or delete lines after adding them.

HOW-TO 5

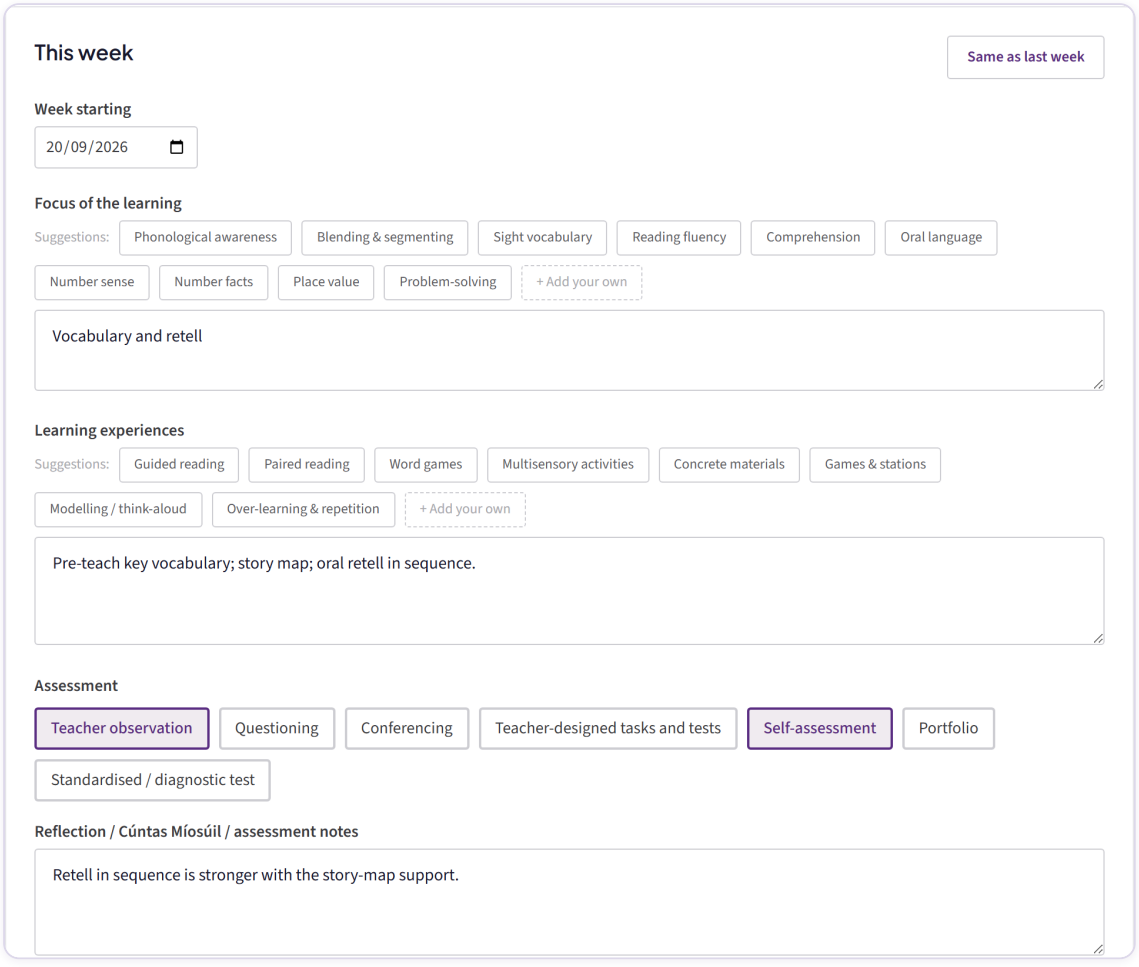
Plan a week (and repeat it)

Where: the group's page → Weekly plans → click a week in the grid, or press **Plan this week**

1. Open the group and click the week in the grid. The current week is outlined; planned weeks are marked ✓.
2. Fill in the four parts: **Focus of the learning**, **Learning experiences**, **Assessment**, and **Reflection**. The suggestion chips insert common entries in one tap; **+ Add your own** saves your own chips.
3. Changes save automatically as you type. There is no save button on a weekly plan.
4. The reflection builds your Cúntas Míosúil (How-to 6). The optional **Progress toward target** line records movement against the group's targets.

Repeating a week

When you open a new week, last week's focus, learning experiences and assessment are carried in automatically, with the reflection left blank. To copy again at any time, press **Same as last week** at the top of the form; it takes the nearest earlier week's plan and leaves this week's reflection blank. Then change only what is different this week.



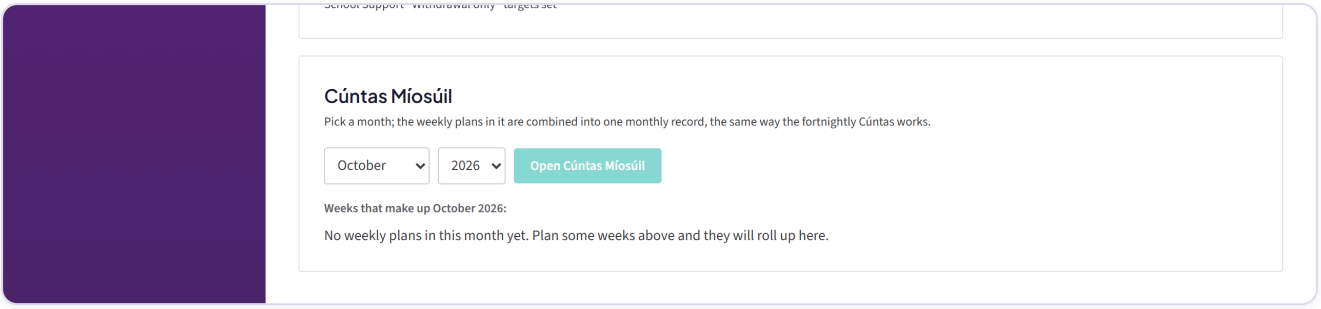
A weekly plan: Same as last week (top right), date, focus, learning experiences, assessment and reflection.

HOW-TO 6

Build the Cúntas Míosúil, and printing

Where: the group's page → Cúntas Míosúil (bottom of the page)

1. On the group's page, scroll to **Cúntas Míosúil**.
2. Pick the month and year. The weekly plans that fall in that month are listed.
3. Press **Open Cúntas Míosúil**. The weekly plans combine into one monthly record: group details, targets, outcomes, then the month week by week with each reflection.
4. Press **Print / Save PDF** on the record for the folder.



The month picker on the group page.



A compiled Cúntas Míosúil. (The diagonal watermark appears on demo-school exports only.)

Printing a single week

Open the week and press **Print / Save PDF**. The printed sheet includes the group setup, the week's plan, and a blank attendance row to fill in by hand. A yearly programme prints from its own **Preview / Print** button.

REFERENCE

Frequently asked questions

I can't find the dropdowns for learning outcomes.	They are in Group setup: open the group, click ▼ **edit** beside "Group setup", and under the Learning outcomes box click ▼ **Pick outcomes from the curriculum**. See How-to 4.
I made a plan yesterday and can't find it.	Weekly plans live inside their group. Open SET Planning → Weekly Plans → the group → click the week in the grid. Planned weeks are marked ✓. Do not create a new plan to replace it.
I need to plan a week that has already passed.	Click that week in the grid, or open any week and change the **Week starting** date. Back-planning is supported.
I have two plans for the same week.	Open each one, keep the one with your work, and press **Delete week** on the other.
Where is the save button?	Weekly plans save automatically as you type. Group setup and the yearly programme have explicit buttons: **Save group setup** and **Save Programme**.
Why are the outcomes different for 2nd and 3rd class?	The curriculum is organised in stages, and 2nd and 3rd are in different stages. Pick each class's outcomes separately in the picker; the lines are labelled by class.
The subjects offered look different for different classes.	The picker follows your curriculum settings per subject and class (1999 or redeveloped, and your school's choices). Check your curriculum settings if something looks wrong.
Do I retype the group's targets each week?	No. Targets, outcomes, support level and classes live in Group setup and are carried into every week automatically. Edit them once in Group setup when they change.
Where do pupil names and attendance go?	Not into Pleanáil. Keep group labels non-identifying. The printed weekly sheet has a blank attendance row to complete by hand; attendance records stay in the school's own system. For an individual SSP, use the printable template on the SET Planning page: it stores nothing on Pleanáil.
Can the principal see SET planning?	On a Whole School licence, yes: a principal or deputy principal can view the team's SET planning the same way as other planning in Pleanáil. On a Solo Teacher account your planning is private to you.
Can I plan as Gaeilge?	Yes. Use the English / Gaeilge toggle at the top of the app. The SET pages, suggestion chips and printed sheets follow the language setting.
Something isn't working.	Email **ciaran@pleanail.ie**.